



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

**New Jersey Department of Children and Families Policy Manual**

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Chapter:	A	Office of Education	4-1-1989 rev 12-16-2009
Subchapter:	1	Office of Education	
Issuance:	10	<b>Request to Realign Approved Spending Plan</b>	Revised:

**SUBJECT:** Request to Realign Approved Spending Plan

**EFFECTIVE DATE:** April 1989

**REVISED:** December 16, 2009

**A. OBJECTIVE**

To establish that any realignment to the approved spending plan of a Department of Children and Families (DCF) or a Department of Human Services (DHS) State facility education program must be submitted to the DCF Office of Education (OOE) Fiscal Manager for review and approval.

**B. STANDARDS**

1. Funds received pursuant to the State Facilities Education Act of 1979 shall be used only for the salaries of teachers, educational administrators, child study team personnel, clerical staff assigned to child study teams or education day programs, paraprofessionals and related services personnel and for diagnostic services and educational materials, supplies and equipment for the programs. (N.J.S.A. 18A:7B-4).
2. Annually, an education program plan and budget and any necessary revisions shall be submitted to the Department of Education in accordance with N.J.A.C. 6A:17-3.8.
3. Any realignment to a DCF or DHS State facility education program's approved spending plan shall be reviewed and approved by the DCF OOE Fiscal Manager.

**C. PROCEDURE**

1. When an Education Supervisor wishes to realign the allocated funds of the approved spending plan from one spending category to another, the “Request to Realign the Approved Spending Plan” form (Attachment 1) shall be utilized.
  - a. In the Student Activities spending category, funds may be moved out of the original allocation into another category, but no additional monies shall be realigned into this category.
2. The completed “Request to Realign the Approved Spending Plan” form shall be forwarded to the DCF OOE Fiscal Manager by the date stipulated in the annual spending plan memorandum forwarded to each DCF and DHS State facility education program.
3. The DCF OOE Fiscal Manager shall approve or deny the request and provide the Education Supervisor and the Director of the OOE with a copy of the completed “Request to Realign the Approved Spending Plan” form.

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Debra Stewart  
Director

Attachment

[Attachment A-1](#): Request to Realign the Approved Spending Plan